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28 Mar

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22 March 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Agenda for Meeting, 28 March 1974

1. The Curriculum Committee will meet on Thursday, 28 March 1974, at 0930 hours in the DTR Conference Room.

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2. The Agenda:

(a) Briefing on the Operations Support Course
and the [REDACTED]

(b) Testing in OTR courses

(c) Policy Paper on Course Evaluations

(d) USSR Country Survey Course

(e) Critique of Curriculum Committee
performance

25X1A

[REDACTED]
Chairman,
Curriculum Committee

2 April 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of 28 March 1974 Meeting

1. The Curriculum Committee met on Thursday, 28 March 1974, in the DTR Conference Room. Attending were: [REDACTED]

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2. The minutes of the previous meeting were approved.

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4. Testing in OTR Courses

The DTR has directed that all Unit Chiefs determine, for courses within their jurisdiction, what course content can be evaluated; in addition, within six months all Unit Chiefs should initiate an active testing program for those courses where testing is appropriate.

The Committee members agreed that almost all skills taught in OTR can be evaluated by means of proficiency tests. In the area of knowledge, it was felt that students could be held accountable for static information and tested rather easily, but when this information is different each time

presented, or dynamic, such as in current events, evaluation was more complicated. It was agreed that in those courses where the course objective is to develop or change attitudes that the evaluation process is quite difficult. It was agreed that in most instances OTR instructors are not qualified to make judgments about personality or other behavior. Where unusual behavior is noted in the classroom or while a student is in training, the information channel other than the one for evaluation. Committee members agreed that when evaluation is worth-while, the sponsoring unit should be informed of the results of the evaluation. C/PDS agreed to attempt to write a policy paper on the topic of student evaluation based on the above points.

5. Policy Paper on Course Evaluation

Discussion of this item was postponed awaiting receipt of Committee members' comments.

6. USSR Country Survey Course

The Intelligence Institute had summarized a questionnaire sent to 37 offices in the Agency requesting a statement of their interest in the USSR Country Survey Course. The response indicated considerable demand.

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██████████ recommended that OTR resurrect the USSR Country Survey Course for a period of at least a year with the understanding that it would again be reviewed at the end of that time. The Committee agreed to two runnings in the one-year trial period.

7. Critique of Curriculum Committee Performance

The Committee spent some time critiquing its own performance and in evaluating the usefulness of the Committee's work. Most members agreed that the Committee was a useful forum for senior officials of OTR to exchange information and to discuss training policy questions. It was felt that this was a better forum for these purposes than the staff meeting which tends to concentrate on administrative questions. Specific recommendations were: (a) the Chairman should try to allot a specific amount of time to each agenda item and so designate on the agenda, and (b) the Committee should try to meet at the DTS at least quarterly to concentrate on questions which require greater attention.

8. The next Curriculum Committee meeting will be held on Thursday, 11 April 1974.

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STATISTICAL SUMMARY -- 10 SEPTEMBER 1973 - 14 FEBRUARY 1974

OPERATIONS SUPPORT COURSE (OSC)
OFFERED SIX (6) TIMES PER YEAR

TOTAL NUMBER OF STUDENTS: 62 (4 RUNNINGS)

STATINTL	<u>BREAKDOWN:</u>	DO -	AF - 11	<u>GRADE RANGE</u>		<u>MALES</u>	<u>FEMALES</u>
			EA - 12	<u>High</u>	<u>Low</u>	<u>19</u>	<u>43</u>
			EUR - 6	<u>14</u>	<u>03</u>		
			NE - 7				
			SB - 1				
			WH - 4				
			ISG - 12				
			DCD - 1				
			█ - 1				
			PS - 4 *				
			59				

<u>M&S</u>	-FIN - 1
	SEC - 2
	3

44 PROJECTED OVERSEAS ASSIGNMENTS

* DO MANPOWER AND SUPPORT BRANCH SECRETARIAL GROUP

22 March 1974

MEMORANDUM FOR: Members of the Curriculum Committee


SUBJECT : Testing in OTR Courses

1. In line with the DTR's policy directive on testing, stated in the 14 March staff meeting, I have been asked to raise this subject in the Curriculum Committee for a determination of how this policy can be carried out.

2. The policy statement made by the DTR was essentially as follows: all Unit Chiefs should determine for courses within their jurisdiction what course content can be evaluated and within six months have a active testing program in those courses where testing can be done.

3. I propose that the Curriculum Committee attempt to determine guidelines for what kinds of courses and course content can be subjected to evaluation and to determine ways and means wherein an expanded testing program can be implemented, if needed. I further propose that the Curriculum Committee discuss the general outlines of a policy paper for OTR on the subject of student evaluation.

STATINTL


Chairman,
Curriculum Committee

21 March 1974

MEMORANDUM FOR: Chairman, Curriculum Committee


SUBJECT : USSR Country Survey Course

1. The response to our poll on the USSR Country Survey course indicates considerable demand for it.

2. Thirty-seven offices were queried; thirty-one responded. Seventeen expressed positive interest in having the course; twelve recommended it be resumed with two runnings per year. The projected enrollment per year from all offices responding was 106. You may recall that the course had been dropped for failing to secure a minimum of eight enrollees per running. The survey questionnaire and tabulation of returns are attached.

3. I suggest that the subject be placed on an early agenda of the Committee at which time I will propose that the USSR Survey be restored as a regular course offering to be run twice a year.

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Chief, Intelligence Institute

Att

SUMMARY OF USSR COUNTRY SURVEY QUESTIONNAIRE
 RESULTS

	Requested Runnings Per Year	No Interest	Anticipated Enrollees Per Year
<u>DDI</u>			
IRS & UCS		X	
CRS	2		7
OER		X	
OSR	2		4
OCI	1		4
OBGI	2		4
■	2		10
IA	2		4
<u>DDO</u>			
AF		X	
CCS		X	
EA	2		6-8
DVID	2		?
OPS	1		2
PS/PG		X	
SS/SAG	2		3
SS/ISG	at least 2		4
SS/■	1		4
EUR	1		8
NE		X	
SB	2		8
DCD	2		4-6
WH		X	
<u>DDM&S</u>			
MED		X	
PERS		X	
SEC		X	
<u>DDS&T</u>			
OWI	1		2
OEL		X	
ORD		X	
OSA		X	
ODE		X	
NPIC	2		37

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(Questionnaire)

MEMORANDUM FOR: [REDACTED] II/OTR, 925 Chamber of Commerce
Building

SUBJECT : USSR Country Survey Course

(Please complete and return by 25 February.)

1. My component is interested in and would enroll personnel in the USSR Country Survey Course.

Yes _____

No _____

2. My projected estimate of enrollees per year from my component for the course is _____.

3. Based on my component's needs, I would recommend the course be

Offered once a year _____

Offered twice a year _____

Offered on demand _____

(no interest) _____

4. My component is interested in a survey course on the Soviet Union but with a different focus or format.

Yes _____

No _____

If yes, please explain.

5. Additional comments:

Name and component _____

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OPERATIONS SUPPORT COURSE (OSC)
OFFERED SIX (6) TIMES PER YEAR

BREAKDOWN: DO - AF - 11
 EA - 12
 EUR - 6
 NE - 7
 SB - 1
 WH - 4
 ISG - 12
 DCD - 1
 [REDACTED] - 1
 PS - 4

59

GRADE RANGE	
HIGH	Low
14	03

MALES	FEMALES
<u>19</u>	<u>43</u>

STATINTL

M&S -FIN - 1
SEC - 2
3



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Evaluation in OTR Courses

<u>Course</u>	<u>Student Evaluation</u>	<u>Results Forwarded to Sponsor</u>
<u>Intelligence Institute</u>		
Intelligence in World Affairs	No	No <input checked="" type="checkbox"/>
Midcareer Course	No	No
Advanced Intelligence Seminar	No	No
Senior Seminar	No	No
DDM&S: Trends and Highlights	No	No
CIA - Today and Tomorrow	No	No
Orientation for Overseas	No	No
	No	No
Latin American Area Seminar	No	No
China Familiarization	Yes	No
USSR Country Survey	No	No
<u>Language Learning Center</u>		
All courses	Yes	Yes
		
Basic Operations Course	Yes	Yes
Advanced Operations Course	No*	No
Operations Support Course	No*	No
<u>Career Training Program</u>		
Six month interim assignment	Yes	Yes (to CTP)


*Tests being developed (operational by 1 July 1974)

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<u>Course</u>	<u>Student Evaluation</u>	<u>Results Forwarded to Sponsor</u>
<u>Plans and Development Staff</u>		
Instructor Training Workshop	Yes	No
<u>Functional Training Division</u>		
Administrative Procedures	Yes	Yes
Supervision for OC Careerists	Yes	No
Managerial Grid	No	No
Field Administration	Yes	Yes
Fundamentals of Supervision and Management	Yes	No
Project Officer in the Contract Cycle	No	No
Advanced Management Program	No	No
Fundamentals of Budgeting	No	No
Effective Writing	No	No
Effective Briefing	No	No
Practical Writing	No	No
Office Management	No	No
Performance Appraisal Workshop	No	No
Management by Objectives	No	No
Clerical Orientation	Yes	No
Information Reporting, Reports and Requirements	Yes	Yes
Information Reports Familiarization	Yes	Yes
Intelligence Writing Workshop	Yes	Yes
Intelligence Research Writing Techniques	Yes	Yes

<u>Course</u>	<u>Student Evaluation</u>	<u>Results Forwarded to Sponsor</u>
<u>Functional Training Division (contd)</u>		
Intelligence Production Course	No	No
Information Science for Intelli- gence Functions	Yes	No
Survey of Intelligence Information Handling Systems	No	No
Systems Dynamics	Yes	No
Information Science Orientation for Managers	Yes	No
Information Science for Financial Management	Yes	Yes
Agent and Liaison Training	Yes	Yes
Clandestine Operations for DDS&T	No	No
Anti-Narcotics Operations Course	Yes	No
Scientific and Technical Collection for DO Officers	No	No
Operational Indoctrination for OTS	Yes	No
Operational Records I	No	No
Operational Records II	Yes	Yes
Operational Records III	No	No
	No	No
Total Courses or Programs		52
Number Evaluating and Reporting to Sponsor		13
Number Evaluating and <u>not</u> Reporting to Sponsor		10
Number <u>not</u> Evaluating		29

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